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AND PUBLICATIONS IN PREPARATION

Bulletin 7

LESTER K. ADE
Superintendent of Public Instruction

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg—1939

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PUBLICATIONS AVAILABLE FOR DISTRIBUTION AND PUBLICATIONS IN PREPARATION

(A Bibliography)

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LESTER K. ADE
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DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg
January, 1939

FOREWORD

A vital service of the Department of Public Instruction is the publication of bulletins containing authentic information and suggesting policies, methods, and materials for the improvement of the program in the public schools. These written documents crystallize in convenient form for ready use practices and principles evolving from the accepted philosophy of education in the State.

The educational services of the Department are numerous and varied. They comprise more than sixty distinct units. The Department aims to make available in concrete form up-to-date materials in every unit of service. Accordingly, the monographs which have been prepared, and which are being prepared, present helpful information with respect to the administration of school affairs, the financing of education, the program of instruction in its many aspects, the licensing of professional groups, the education and certification of teachers, library service, school employes' retirement, Pennsylvania in history, and other related functions of the public school system.

The present list of publications available for distribution is, obviously, tentative and subject to revision as certain publications become obsolete and new ones are developed. The list represents such documents as are available up to January 1, when a revised list will be prepared.

In the latter part of the present pamphlet is a list of publications now in preparation. Most of the documents in this list will be available by March, 1939.

LESTER K. ADE
Superintendent of Public Instruction

JANUARY, 1939

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PUBLICATIONS AVAILABLE

PUBLICATIONS AVAILABLE FOR DISTRIBUTION

(A Bibliography)

AVAILABLE NOW

I. EXECUTIVE OFFICE

Bulletin No.		*Edition*
1	Biennial Report of the Superintendent of Public Instruction for Two-Year Period Ending May 31	1938*
3	Program of the Department of Public Instruction	1937
4	Proceedings of the Education Congress (New Legislation)	1937*
5	Digest of New Legislation on Education	1937
6	Manual of Style for the Department	1938
7	Bibliography of Departmental Publications	1938
9	One Hundred Years of Free Public Schools in Pennsylvania	1934
10	Public Education, the Monthly Bulletin of the Department (Bound Volume)	1938*
11	Expanding Functions of Education	——
12	New and Improved Services of the Department of Public Instruction	1938

* Earlier editions available.

II. ADMINISTRATION AND FINANCE

Bulletin No.	*Edition*
50—Study of Local School Units	1938
65—School Laws of Pennsylvania	1937*
66—Basic Principles and Provisions of the School Laws	1938
70—Pennsylvania Education Directory	1938*
71—Digest of Laws Controlling School Attendance and Employment of Minors	1938
72—Home and School Visitor Manual	1936
73—Statistical Report of the Superintendent of Public Instruction	1936*
74—Research Service Circulars:	
No. 1—Study of the Attendance of Children in the Public Schools of the Commonwealth	1937
No. 2—Salaries of Teachers, Supervisors, and Principals in School Districts of the Commonwealth	1937
No. 3—Attendance and the Issuing of Farm and Domestic Service Permits in the Public Schools of the Commonwealth	1937
No. 4—Achievement of Seniors from Public Secondary Schools of Pennsylvania in the 1937 State Scholarship Examination with Respect to the Size of Enrolment in School Attendance	1937
No. 5—Library Expenditures in the School Districts of Pennsylvania	1938
No. 6—Salaries of School Employes 1936-37	1938
No. 7—Attendance Conditions in the Public Schools of Pennsylvania 1936-37	1938
No. 8—Suggestive Research Titles Pertaining to Education in Pennsylvania	1938
75—Research Bulletins:	
No. 12—School Finances in Pennsylvania, 1932-1934	1935
No. 13—Public Secondary Schools in Pennsylvania	1937
No. 14—Attendance in Public and Private Schools 1925-35	1937
No. 15—Public School Finances 1932-35	1937
No. 16—An Inventory of Educational Conditions in Pennsylvania as Revealed by Age-Grade Studies 1925-35	1937

* Earlier editions available.

Bulletin No.	*Edition*
76—Research Service Monographs:	
No. 1—Summary of Research Findings as a Contribution to Certain Problems in Science Education	1938
85—Building and Equipment for One-Teacher Schools	1927
101—Standards, Rules, and Regulations Relating to Transportation of Public School Pupils	1938
102—Guiding Principles, Standards and Regulations in Merging School Districts	1938
135—Major Issues of Financing Education in Pennsylvania	1938

III. INSTRUCTION

A. General

Bulletin No.	*Edition*
200—Expanding the Classroom (School Journey)	1938
204—Pennsylvania—An Inventory of the Human and Economic Resources of the Commonwealth	1937
205—Increased Social Opportunities Through Community Planning	1937
206—Education and Recreation	1936
207—Reporting Pupil Progress in School	1935
208—Use of Radio in Developing Instructional Programs	1935
209—Bird Day—Arbor Day	1934
210—Penn Day	1934
211—Concrete Learning	1931
212—Visual Education and the School Journey (Vol. 1, No. 6)	1930
213—The Object-Specimen Model as a Visual and Other Sensory Aid and a Blackboard Technique (Vol. 1, No. 8)	1929
232—Suggestions for the Development and Use of Curriculum Materials in the Elementary Schools	1936
261—Course of Study in Art Education	1933
323—Nutrition and the School Lunch	1936
351—Library Manual	1932
371—Course of Study in Music Education for Elementary and Secondary Schools	1933
372—Pennsylvania in Music	1927
391—Standards for the Operation of School Safety Patrols	1931
410—A Tentative Chart Showing the Scope and Sequence of a Social Studies Program	1938
412—Geographic Education in Elementary and Junior High Schools	1935
420—Organization and Administration of Special Education Classes for the Mentally Retarded	1935
422—Sight Conservation and Sight-Saving Classes	1935

B. Elementary

Bulletin No.	*Edition*
232—Suggestions for the Development and Use of Curriculum Materials in the Elementary Schools	1936
401—Course of Study in Science—Grades I, II, and III	1933
402—Course of Study in Science—Grades IV, V, and VI ...	1933
413—Course of Study in Social Studies for Grades I and II	1932
414—Course of Study in Social Studies for Grades III and IV	1932
415—Course of Study in Social Studies for Grades V and VI	1932

C. Secondary

241—Graduation Standards for Secondary Schools	1938
261—Course of Study in Art Education	1933
271—The Organization and Administration of Commercial Education in Secondary Schools	1937
285—Literature for Secondary Schools	1935
301—Ninth Grade Course in School Opportunities and Occupations	1933
302—An Eighth Grade Course in Occupations	1931
311—Orientation and Guidance in Secondary Physical Education	1938
312—Health Service in Education	1938
313—The Organization and Administration of the Audiometric Testing System	1938
340—The Teaching of Modern Foreign Languages in the Secondary Schools	1938
403—Course of Study in Science for Grades VII, VIII, IX..	1933
404—Courses of Study in Science for Senior High School Biology, Physics, Chemistry	1932
405—Course of Study in Science for Senior High Schools	1938
416—Course of Study in Social Studies for Grades VII-VIII	1932
417—Course of Study in Social Studies for Grade IX	1933

Bulletin No. *Edition*

D. Vocational

250—Vocational Agriculture in Pennsylvania 1938

251—Summer Program for the Vocational Agriculture Teacher 1938

252—Equipment for a Course in Vocational Agriculture.. 1938

253—Agriculture Education for Adolescents in Pennsylvania 1937

270—Planning Distributive Education for Pennsylvania 1938

321—Units of Work in Homemaking 1938

330—Vocational Industrial Evening Classes..... 1938

332—Safety Education in Industrial School Shops 1938

335—Conference Planning and Leadership as Applied to Foremanship Education 1935

336—Part-Time Cooperative Industrial Education 1927

337—All-Day Vocational Trade and Industrial Schools and Departments 1927

E. Extension

290—Minimum Standards Governing Reimbursement and Accreditment of Extension Schools 1938

291—Directed Correspondence Study 1938

292—Pennsylvania Program of Extension Education 1938

293—The Pennsylvania State Program of Literacy and Citizenship Education 1938

296—Parent Education Manual 1935

F. Miscellaneous Leaflets of Instruction

—The Place of Special Education in Our Modern Program 1938

—The Exclusion of Mentally Incapable Children in Pennsylvania 1938

—Mental Examination of School Children in 1937 and 1938 1938

—Suspension and Excusal of Uneducable Public School Children in Pennsylvania 1938

—What Pennsylvania is Doing for Physically Handicapped Children 1938

—A Statement of Policy for Determining Secondary School Attendance Areas and School Units 1938

IV. PROFESSIONAL LICENSING

Bulletin No.	*Edition*
602—Information for Candidates for the Degree of Certified Public Accounts	1938
603—Pamphlet Act 415—Engineers Board	1927
604—Interpretations and Regulations Pertaining to the Barber Law	1938
605—Interpretations and Regulations Pertaining to the Beauty Culture Law	1938
606—Laws, Rules and Regulations Pertaining to Medical Licensure	1938
607—Revised Laws for Architects	1938
608—Barbers	1938
609—Beauty Culturists	1938
610—Dentists	1938
611—Engineers	1927
612—Medical Practitioners	1938
613—Nurses	1938
614—Optometrists	1938
615—Osteopaths	1938
616—Real Estate Brokers	1938
617—Pharmacists	1931
618—Veterinarians	1938
619—Roster of Registered Professional Engineers	1937
620—Scholarships and Opportunities for Self-Help in Pennsylvania Colleges and Universities	1937
621—Examinations for Real Estate Brokers and Real Estate Salesmen	1937
622—Certified Public Accountant Examination	1936
623—General Information—Pre-Professional Credentials and Examinations	1935
624—Digest of Laws Relating to the State Board of Osteopathic Examiners and the Osteopathic Surgeons' Examining Board and the Practice of Osteopathy	1935
625—Hospital Interne Year—20M	1935
626—List of Registered Optometrists in Pennsylvania	1935

Bulletin No.	*Edition*
627—List of Registered Osteopathic Physicians	1935
628—Medical Laws, Rules, Supplementary Administrative Code, and Registration Act—18M	1932
629—Rules and Information Relative to Drugless Therapy, Physiotherapy, and Chiropody—19M	1932
630—Rules and Information—State Board of Optometrical Examiners	1931
631—Revised Law, Rules and Regulations Relative to Midwifery—21M	1929
———Curriculums for Schools of Beauty Culture	1938

V. TEACHER EDUCATION AND CERTIFICATION

Bulletin No.	*Edition*
153—Teacher Education Curriculums and Their Significance	1938

VI. STATE LIBRARY AND MUSEUM

500—Laws of Pennsylvania Relating to Public Libraries	1932
501—Index to Pennsylvania Archives—Eighth Series	1938
502—Index to Pennsylvania Archives—Ninth Series	1938
503—Why Our County Should Have a County Library	1938
504—Loans to Schools by Mail	1938
505—Loans to Individuals by Mail	1938

Museum Pamphlet Series:

507—Minimum Standard Equipment of Visual and Other Sensory Materials	1938
510—Art Slides	1937
511—Biography Slides	1937
512—Geography and Travel Slides	1937
513—Literature Slides	1937
514—Mathematics Slides	1937
515—Music Slides	1937
516—Health and Physical Education	1937
517—Science Slides	1937
518—History Slides	1938
519—Special Day and Special Week Slides	1937
520—English Aids	1937*
521—Geography Aids	1937
522—History Aids	1937
523—Science Aids	1937
524—Sources of 16mm. Film	1938
525—Sources of 35mm. Films	1937

VII. PENNSYLVANIA IN HISTORY

Bulletin No.	*Edition*
750—Constitution Bibliography for Schools	1938
751—Pennsylvania. Iron Manufacture in the 18th Century	1938
752—The Brief History of the Colonization of New Sweden	1938
755—Pennsylvania and the Ratification of the Constitution (Distributed by the Constitution Commemoration Committee)	1937
756—Pennsylvania Beginnings in the Colony of New Sweden	1937
757—Sixth Report of the Pennsylvania Historical Commission	1937

VIII. SCHOOL EMPLOYES' RETIREMENT

700—School Employes' Retirement Act	1938
701—Circular of Information for Members	1938
702—Circular of Information for Employers	1938
703—Circular of Information Concerning Superannuation Retirement	1938
704—Circular of Information Concerning Disability Retirement	1938
705—Handbook of Salary Deductions	1937
706—Handbook of Amounts Due Contingent Reserve Fund from State and Local Districts on Account of New Entrants	1937
707—Annual Report of the Pennsylvania Public School Employes' Retirement Board	1938

PUBLICATIONS IN PREPARATION

IN PREPARATION

The titles listed below refer to publications which are now in preparation in the Department. These are scheduled to become available during March and April of 1939. They are arranged in three groups: Administration, Instruction and Teacher Education, and Other Services.

I. ADMINISTRATION

Bulletin No.

8—Bibliography of Official Department Forms

11—Parent-Teacher Service in the Schools

13—The Education Building

14—A Working Philosophy of Education for Pennsylvania

15—Finance Building

16—Parent-Teacher Service in Pennsylvania Schools

17—The Language of Modern Education

72—Home and School Visitor Manual

74(9)—Analysis of the School Load in Pennsylvania in Terms of Enrolment and Census Enumeration

(10)—Pennsylvania's Transportation Facilities

75(17)—Analysis of School Costs in Pennsylvania

86—Rules and Regulations for School Plant Construction

100—Pupil Transportation in Pennsylvania

115—A Uniform Accounting System for School Districts

116—Handbook for Fourth-Class Districts

II. INSTRUCTION AND TEACHER EDUCATION

150—Professional Status of Teachers in Pennsylvania

151—Suggestions for the Conduct of Meetings of Teachers

152—Teacher Placement

154—Educational Standards for Teachers in Pennsylvania

155—In-Service Teacher Education

156—Institutions of Higher Learning in Pennsylvania

157—Underlying Philosophy of Teacher Education

201—Administration of Vocational Education in Pennsylvania

202—Manual of State Government for Schools

203—Radio in Education

Bulletin No.

214—State Plan for Vocational Education

216—Conservation Education

230—Special Opportunities for Small Rural Schools

240—Promotion and Graduation Practices for Pennsylvania

242—Program of Studies for Secondary Schools

243—Classification Standards for Secondary Schools

270—Planning Distributive Education in Pennsylvania

280—Successful Practices in the Teaching of English

281—Developing Facility in Written Composition

282—Remedial Reading for Secondary Schools

283—Oral English in Secondary Schools

295—Home Classes for Foreign-Born Mothers

300—Suggestions for Developing Guidance Practice in the Secondary Schools

310—The Conduct of Elementary Physical Education

320—Education for Homemaking

322—Use of Cottages in Homemaking Education

331—Industrial Arts Education in Junior and Senior High Schools

333—Creative Hands and Purposeful Activities in Elementary Industrial Arts

341—Teaching the Latin Language in the Secondary Schools

350—Elementary School Library

370—Music Education for Rural Schools

380—Restoration of the Physically Handicapped

390—Highway Safety

411—Suggestions for Developing a Social Studies Program for Secondary Schools

418—School Living for Social Purposes

420—Meeting the Needs of Mentally Retarded Children

430—Our Children Go to Kindergarten

III. OTHER SERVICES

506—King Charles Charter

509—Summary of Techniques of Visual-Sensory Aids for Teachers

Bulletin
No.

518—History Slides

520—English Aids

600—Pertinent Questions and Answers Pertaining to Professional Education and Licensure

601—Real Estate Primer

753—Three Archaeological Sites in Somerset County

754—Bouquet Papers

761—Archaeological Explorations in Western Pennsylvania

762—Frontier Forts and Trails Survey

772—"J. C. B." Journal

DUNLAP PRINTING COMPANY
PHILADELPHIA, PA.